

HEALTH SCIENCE PROFESSIONALS HSPBA Professional Development Fund

Eligibility and Funding Guidelines

- For education/training commenced between September 1, 2023 and August 31, 2024
- **Applications accepted up until August 31, 2024**

Background

The Provincial Ministry of Health and the Health Science Professionals Bargaining Association (HSPBA) share a common commitment and goal to sustain a highly trained workforce of health science professionals in the province. Health Science Professionals must achieve and maintain rigorous educational standards to ensure that best practices continue to be achieved.

The Ministry of Health has allocated \$3 million to the HSPBA as a professional development fund for its members. The funding is to be allocated to training and upgrading skills for HSPBA members working in professions experiencing shortages or in rural and remote locations, as well as for ongoing required professional development for all HSPBA members.

The HSPBA administers the HSPBA Professional Development Fund. All provisions of the HSPBA/HEABC Provincial Agreement continue to apply, including the leave provisions.

Eligibility

1. The applicant must be a CUPE member covered by the HSPBA/HEABC Provincial Agreement.
2. The application must pertain to education/training commenced between September 1, 2023, and August 31, 2024.
3. The application must serve the purpose of at least one of the following three categories:
 - i) On-going required professional development
 - ii) training and upgrading skills for members working in a profession experiencing a shortage
 - iii) training and upgrading skills for members working in a profession in a rural or remote location
4. The education/training must pertain to professional development in a health science professional discipline being practiced in the public health care system.

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5. Eligible expenses for reimbursement include tuition fees, registration fees, required books/materials costs, and other reasonable education-related expenses. Eligible hotel accommodation reimbursement is capped at a maximum of \$150.00 CAD per night for the duration of the event.
 6. For transportation, mileage is calculated at \$0.61/km. For travel in town, the fund will reimburse for km calculated at the difference between the member's typical commute from home to work and the commute from home to training.
 7. Applications must be received for this funding period by August 31, 2024.

Funding Guidelines

1. When an application is deemed to satisfy the eligibility criteria, it will be approved subject to sufficient funding remaining available.
2. Applicants must disclose if they have received, or anticipate receiving, any funding from any source for any cost related to their application for funding.
3. CUPE will inform successful applicants by letter:
 - a. That their application has been approved; and
 - b. That the fund will reimburse them for their receipted actual costs in the amount specified.
4. Successful applicants must provide detailed receipts for all claimed expenses. Receipts must be submitted to CUPE in a timely manner and, in any event, by the deadline specified in the approval letter. Reimbursement will only be made following an applicant's submission of satisfactory receipts.
5. Following receipt of the applicant's proof of payment of approved, eligible expenses, the fund will reimburse the applicant for those actual costs, subject to a funding cap of \$500.00 per member. A member is permitted to make multiple applications to this fund; additional applications will be considered after August 1, 2023, on a first-come, first-served basis following the awarding of initial applications